



September 21, 2011

Karen Dial
H.B. Drollinger Co.
President

John Ruhlen
Ruhlen & Associates
Secretary

Miki Payne
H.B. Drollinger Co.
Treasurer

Sander de Wildt
CB Richard Ellis

William F. Allen
HFH Ltd.

Heather Lemmon
The Real Estate Consultants
LB Property Management

Donald R. Duckworth
Executive Director

Ms. Miranda Paster
Office of the City Clerk
City of Los Angeles
City Hall, Room 224
200 North Spring Street
Los Angeles, CA 90012

RE: Westchester BID Invoice for Assessment Funds

Dear Ms. Paster:

Pursuant to Agreement #C112337 (City Council File No. 05-0367), the Westchester Business Improvement Association (WBIA) hereby requests payment of \$21,595.16 as detailed below:

Agency Account #18883

County Remittance Received on 07/20/2011 \$ 21,595.16

Available for Reimbursement \$ 21,595.16

I certify that: the payment requested will be expended in accordance with the provisions of the Management District Plan for the Westchester Business Improvement District; that I represent the WBIA; and, that I am authorized to make this request on behalf of the organization.

Please electronically transfer this payment to "Westchester Business Improvement Association." The appropriate banking information is on file in the City Clerk's Office.

Sincerely,

Donald R. Duckworth
Executive Director

CC: Rick Scott, Office of the City Clerk
Paul Makowski, Office of the City Clerk
Rosemarie Hinkson, Office of the City Clerk
Accounts Payable / Special Assessment Section, Office of the City Clerk